

COMMEMORATIVE POLICY
WELLINGTON CITY COUNCIL



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1. BACKGROUND

The Commemorative Policy provides the Council with a framework to guide the location of commemorative memorials and to assist with their management.

Commemorative memorials can have a dual purpose both in helping to celebrate the lasting legacy of deaths, births, special events as well as helping the revegetation and enhancement of our parks and reserves throughout the city. Previously, management and maintenance issues for commemorative memorials were made on a case-by-case basis. It is considered important that these practices be formalised to ensure a consistent management process and a positive response to requests.

The Commemorative Policy also provides Council with a managed framework for dealing with requests by the public for scattering and interring ashes and other human remains on public land in a culturally sensitive manner.

2. OBJECTIVES

The primary aim of this Policy is to direct the placement, management and recording of commemorative memorials in Wellington City's parks and reserves. The objective of this Policy is therefore:

To ensure that commemorative memorials in the City's parks and reserves are well placed and complementary to the surrounding environment, while meeting the needs of the sponsor and parks and reserves management activities.

Application for other types of memorials will be considered on a case-by-case basis. Sculptures and other artwork will be managed under the Public Arts Policy.

The secondary aim of the Policy is to manage requests for scattering and interring ashes and other human remains on public land in a culturally sensitive manner.

3. APPLICATION PROCESS FOR COMMEMORATIVE MEMORIALS

To ensure the consistent application of this policy, the following process will be used for requests for commemorative trees and furniture:

1. Initial information and discussion with a Council officer (if required)
2. Application form filled in by applicant
3. Application assessed by the Council (processing of application will take up to 10 working days from when it was received)

4. Application accepted, declined or alternatives offered. Discussion with sponsor regarding installation/planting, meeting on site may be required
5. Sponsor notified that installation/planting is complete if undertaken by Council
6. Documentation completed; copy of record sent to sponsor and database management.

4. COMMEMORATIVE PLANTINGS

Commemorative planting is a popular way of honouring a particular person or for remembering an event or time. It is important that it is managed effectively to ensure that the right type of tree is planted at the right time and in a good location. This means that commemorative planting not only meets the personal needs of the sponsor but it also contributes to the amenity of the location by ensuring healthy specimen trees are well located and complement the surrounding environment.

4.1 Type of Tree

There are two types of commemorative tree plantings, which are described below:

A. Trees for Wellington

The Trees for Wellington recognises a visitor's time in Wellington or a person's relationship to the city. These trees will be recorded for the general area in which they were planted but not the specific location. They can be planted by the Council or by the sponsor if the sponsor is in Wellington during the planting season. The planting areas will coincide with existing revegetation programmes.

- *Sponsors can contribute to revegetation programmes. The general location of the tree will be recorded but not the specific location.*
- *Sponsors can participate in the planting if they are in Wellington during the planting season otherwise the tree will be planted by the Council.*

B. Commemorative Trees

For people who would like to have an identifiable tree, specimen trees will be available for planting in parks and reserves approved by the Council (see below for list of approved areas). The types of trees available for selection may vary depending on the numbers available, the suitability of the site for a particular species and the specification of species in planting designs.

- *Sponsors purchase a specimen tree (type of tree will be determined by the Council). The tree will be planted following the purchase in one of the locations specified in this Policy.*
- *The tree species may be limited by the numbers available or suitability to the site chosen.*

C. Cemetery Trees

Both of the above planting options and conditions are available in Karori and Makara Cemeteries.

4.2 Locations

For management purposes, the Council has identified sites that are suitable for commemorative tree planting. For trees commemorating visits by royalty, heads of state and other dignitaries, alternative sites may be selected at the discretion of the Council.

- *Areas for Trees for Wellington commemorative trees will vary from year to year depending on revegetation programmes.*
- *Willowbank Park, Charles Plimmer Park and the Cemeteries are currently available for commemorative plantings (refer to map in appendix One). Other parks will become available as planting programmes are developed.*
- *Requests for a certain location within these parks and reserves will be approved at the discretion of the Council.*
- *For plantings commemorating visits by royalty, heads of state and other dignitaries specific locations will be chosen by the Council.*
- *Future parks selected for commemorative planting will be larger parks with open areas which are prepared for specimen tree planting, with good access and a character which is amenable for commemorative planting.*

4.3 Time of Planting

It is important that trees are planted at the right time of year to ensure they remain healthy. Planting usually occurs around August each year but the optimal planting time can vary from tree to tree. The Council will determine the most appropriate planting times for commemorative tree plantings depending on the tree species and will also be responsible for identifying specific dates for tree plantings.

- *Council will identify specific dates for planting of commemorative trees. Council officers will be present on site at the identified locations to plant or to assist with the planting of commemorative trees.*
- *All commemorative trees will be planted at this time except for in certain circumstances where the Council may approve a tree to be planted at a different time.*

4.4 Type and Cost of Commemorative Trees

The following table outlines examples of commemorative trees available for planting. The availability of species will vary and the chosen location may also affect choice of species. The costs of the planting the tree will be determined by the Council on a cost-recovery basis.

Examples of the types of trees available are outlined in Table 1 below.

Programme	Tree Species
Trees for Wellington	A range of native trees including rimu, totara, matai and miro.
Commemorative	A range of deciduous exotic trees and native trees

Trees	such as ash, ginkgo, alder, kowhai and rewarewa.
Cemetery Trees	Either of the above options.

5. COMMEMORATIVE FURNITURE


5.1 Type and Location of Furniture

To maintain consistency of furniture within parks and reserves and to ensure well located furniture, the design specifications and location will be at the discretion of the Council.

- *The type and location of commemorative furniture will be at the discretion of Council.*
- *Standard furniture designs and styles will generally be used.*
- *The sponsor will purchase the furniture and fund the installation which will be carried out by the Council. The cost is dependent on current furniture rates and installation costs and will be determined by the Council on a cost-recovery basis.*

Examples of the types of furniture available are outlined below in Table 2 below. The type of commemorative furniture is not limited to the examples in the table and different styles can be approved by the Council.

TABLE 2: Examples of Furniture Types

Type of Furniture	Description
	<p>Cameron Seat</p> <p>Natural timber seat with metal frame.</p>

	<p>Cast-ended memorial seat. Can include concrete pad and bronze plaque.</p> <p>Botanic Gardens and Bolton Street Cemetery only.</p>
	<p>Wellington Seat</p> <p>Botanic Gardens and Cemeteries only.</p>

6. COMMEMORATIVE PLAQUES

6.1 Plaques on commemorative furniture

Plaques on commemorative furniture are permitted and the conditions for installing commemorative plaques are outlined below:

- *Plaques on commemorative furniture are designed and fitted by the Council and will be of standard size of 100mm x 250mm.*
- *The sponsor will be responsible for the costs of the plaque and the costs of attaching the plaque to the furniture.*
- *The Council will carry out the plaque attachment.*
- *The Council will maintain the seats but the plaque remains the responsibility of the sponsor.*

6.2 Other types of Plaques

Generally plaques which are not attached to benches will not be permitted within parks and reserves. This is to ensure that the natural character of the park is not unnecessarily cluttered and to limit maintenance problems.

Plaques are permitted in the following cases:

- *In recognition of visits by royalty, heads of state and other dignitaries, commemoration of international, national and local events and other events of a civic nature which are considered appropriate for formal recognition*

- *In recognition of an important historical figure or person associated with the area*
- *In recognition of the opening or unveiling of the park or major facility on the park.*
- *The location of the plaque will ensure maintenance and safety issues are avoided and the amenity of the park is enhanced.*
- *A plaque or sign which outlines the history of the park may be permitted, however the recording of the history of a park or reserve will generally be in the form of a sign rather than a plaque.*

7. RECORDING OF MEMORIALS

Keeping records of commemorative memorials is important for a number of reasons. Many people like to return to the site of the memorial at a later stage and people not familiar with Wellington's parks and reserves may need directions to their memorial. Records are also important for maintenance purposes or if memorials need to be moved or replaced. The records allow the Council to inform the sponsor when such work takes place. The records also provide a historical record for descendents and for the future residents of Wellington.

Each commemorative memorial will be recorded with the following information:

- *Name and contact details of sponsor*
- *Name of and area of park*
- *Type of commemorative memorial*
- *GPS reference or physical measurement*
- *Digital photo with background/landscape elements to assist identification.*

8. INTERMENTS AND SCATTERINGS ON PUBLIC LAND

The Policy's secondary aim is to provide a process for members of the public that request to scatter or inter ashes or other human remains on public land. The Council will permit some of the practices to occur on public land in a culturally sensitive and managed framework. The process for seeking permission and the permitted activities are discussed below.

8.1 Application process

If a member of the public wishes to scatter ashes, inter ashes or inter other human remains they must contact the Council to seek permission. The process for seeking permission for scatterings and interments on public land is outlined below:

1. Member of the public obtains an application form by contacting the Council by phone, mail or fax (see appendix 3). The application form is also available on Council's website (www.wellington.govt.nz).
2. Applicant will complete application form and return to the Council.
3. Application form will be assessed by the Council with consultation with local iwi (processing of application will take up to 10 working days from when it was received)
 - a. If the application is accepted, the Council will discuss issues related to the approved activity and coordinate the activity with the applicant. The applicant will receive documentation of processed application form for their record.
 - b. If the application is declined, the Council will discuss alternatives with applicant.
4. The applicant will proceed with the approved activity on the approved time and date with facilitation from the Council where necessary. NOTE: The Council will be responsible for any digging that is required.
5. The Council will record the details of the activity, namely:
 - a. Name and contact details of sponsor
 - b. Name of and area of park/reserve for interments
 - c. GPS reference or physical measurement
 - d. Type of commemorative memorial (if applicable).

8.2 Permitted activities for scatterings and interments on public land

The Council will permit members of the public to conduct the following activities on land approved by the Council and the Council's treaty partners in accordance to the Council's set protocol:

- *scattering ashes*
- *interring ashes in a biodegradable container*
- *interring placentas*

8.3 Activities not permitted on public land relating to scatterings and interments

The following interment activities are only permitted under the controlled interment protocol established by the Burial and Cremation Act 1964 in Council cemeteries and are not permitted on any other public sites under any circumstances:

- *interment of human remains including body parts*
- *interment of dead foetus*
- *interment of placenta containing formaldehyde*
- *interment of ashes in non-biodegradable container.*

If a member of the public wishes to undertake any of the following activities on public land they must contact the Makara or Karori Cemeteries for assistance.

8.4 Scattering and interment sites

The Council, the Wellington Tenth Trust and Te Runanga o Toa Rangatira Incorporated are responsible for identifying suitable sites for scattering ashes, interment of ashes or the interment of placentas. The following public sites are deemed suitable for scattering ashes, interment of ashes or interment of placentas:

- *revegetation areas*
- *parks and reserves with low to moderate public use.*

Willowbank Park and Charles Plimmer Park have received prior approval for scattering ashes, interring ashes and/or interring placentas. The Council, Tenth Trust and Te Runanga o Toa Rangatira Inc. will determine the suitability of other sites on a case-by-case basis.

The following sites are deemed unsuitable for approved scattering and interment activities:

- *areas of cultural or heritage significance (e.g. Maori heritage sites)*
- *high public use sites (e.g. sports field or rose garden at Botanic Gardens)*
- *sites that have plans for extensive upgrades, renovations or excavations*
- *unsafe sites (e.g. steep hillsides)*

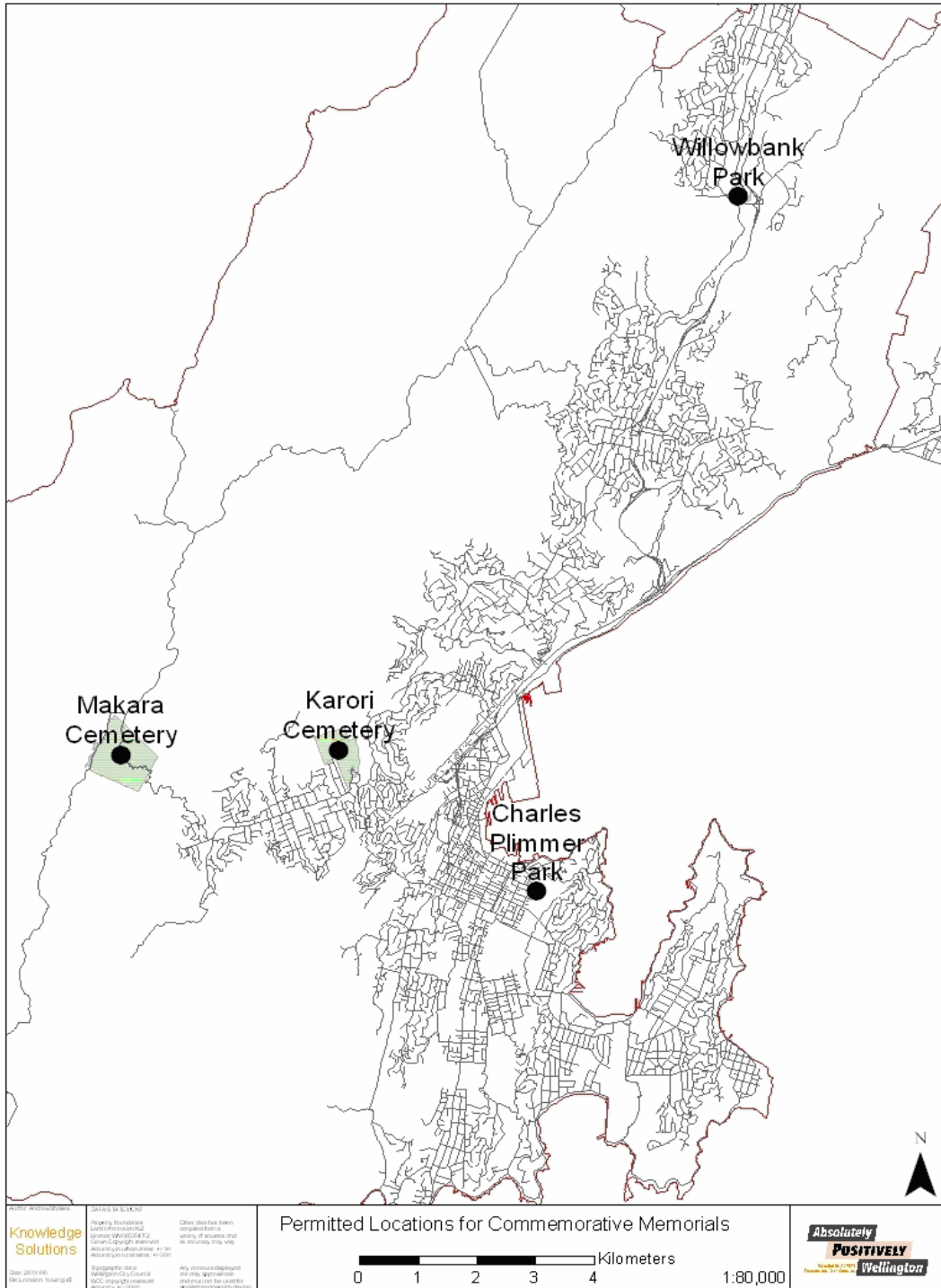
8.4 Memorials

Requests to erect a memorial or plant a memorial tree is dealt with under procedures outlined in the above sections of this Policy. Memorial costs are the responsibility of the person erecting or planting the memorial.

8.5 Regulations

The requirement to gain prior permission to scatter or inter ashes or to inter placentas in public land will be regulated under the Reserves Bylaw.

9. APPENDIX 1 – MAP OF COMMEMORATIVE TREE LOCATIONS



10. APPENDIX 2 – COMMEMORATIVE MEMORIAL APPLICATION FORM

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WELLINGTON CITY COUNCIL

Commemorative Memorial Application

Name of Applicant: _____

Address: _____

Contact Phone: _____

Contact Email: _____

Memorial Details:

Name of person/event that memorial is dedicated to: _____

Reason for commemoration: _____

Type of memorial:

Tree Location: _____
Type of tree: _____

Furniture Location: _____
Type of furniture: _____

Plaque Location: _____
Description: _____
Text _____
_____ (see reverse for dimensions & additional space)

Other Location: _____
Description: _____

NB: All requests are required to meet the policies set out in the *Commemorative Policy*.

Send to:

Parks and Gardens Business Unit
Wellington City Council
PO Box 2199
Wellington

11. APPENDIX 3 – APPLICATION FORM FOR SCATTERINGS/INTERMENTS

Application Form for Scattering Ashes and/or Interring Ashes or Placentas

Name of Applicant: _____

Address: _____

Contact Phone: _____

Contact Email: _____

Memorial Details:

Name of deceased (if applicable): _____

Type of activity:

Scattering ashes Location: _____

Interring ashes in Location: _____
biodegradable container

Interring placenta Location: _____
Please Note: placentas must not contain formaldehyde and must be placed in a biodegradable container

Other Location: _____
Description of activity: _____

Date and timing of interment/scattering:

Date: _____ Time of day: _____

NB: All requests are required to meet the requirements set out in the *Commemorative Policy*.
Please complete the Commemorative Memorial Application Form if you wish to commemorate the occasion with a tree planting, installation of furniture or a plaque.

Send to:

Manager
Parks and Gardens Business Unit
Wellington City Council
PO Box 2199
Wellington